

KIT CARSON COUNTY COMMISSIONERS

MINUTES
SEPTEMBER 24, 2014

- 8:00 A.M. WORK SESSION**
Including Consent agenda Items:
- Payroll
 - Payables
 - Minutes
 - Side Items
- 8:00 A.M. JAMES MITCHELL**
8:30 A.M. KELLY ALVAREZ – WIND FARM QUESTION
10:30 A.M. COMMISSIONER MEETING TO CONVENE
11:00 A.M. JEFF CURE – COUNTY ATTORNEY
12:00 P.M. LUNCH
1:00 P.M. FLAGLER CONSERVATION DIST.
1:30 P.M. ZACK WITH STRYKER – AMBULANCE EQUIPMENT
2:00 P.M. RON MEYER – EXTENSION OFFICE UPDATES
2:30 P.M. OEM BUDGET
3:00 P.M. KINDRA MULCH – PERSONNEL CHANGES
4:00 P.M. PATTY WITZEL – PLANNING BUDGET
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA ITEMS:

- Payroll
- Payables
- Minutes

NEW ITEMS:

- Hardship request for the ambulance service
- Resolution for Social Service to Public Health
- Assessor's Report

SIGNATURES:

- Baby & Me tobacco free contract
- Emergency Manager Contract
- American Fidelity Insurance Documents

OLD ITEMS:

- Garry Moore amusements – Contract accepted as is

EMPLOYEE ITEMS:

- Unemployment Claim – Denis Stahlecker
- Sympathy Cards

FYI:

- 2.5 raise on dental
- 10% raise on health insurance
- CTSI check received from storm \$51+
- CTSI Classes
 - October 14 Flagger CEVO
 - October 15 – Harassment prevention training
- Grant auditors have been checking
- Counties on their policies and training about
- Harassment regarding the consistency and inclusiveness of ADA & Civil rights. Jon said Yuma county got caught up in this and almost lost Federal funding.
 - Oct. 14-15 Aflac employee meeting
 - Oct. 20-23 American Fidelity in house

Meeting called to order by Chairman Gary Koop at 10:30 A.M. Those present were Gary Koop, Dave Hornung, Dave Gwyn, Paula Weeks, Cory Wall, and Della Calhoon.

BRIANNA LIGHTLE AND NICOLE RICHARDS – AMBULANCE SERVICE

Brianna discussed with the Board of County Commissioners the van style ambulance at Joe's garage. This unit is not used and it cost \$225.00 to tow of this unit. If it is injectors this would be much more costly. Discussion was held in regards to of this unit should be repaired or sold.

Brianna also discussed if the County could purchase a new ambulance or if they would want to do a remount and get this amount in the 2015 budget.

In the past years Judy Mitchek had been doing the vehicle inspection for the items inside the units. Brianna had been in contact with a company who would do the inspection for the county but it would cost \$1200.00 but felt that we would receive a more thorough inspection.

Brianna also stated that they have an issue with a transmission on one of the ambulances. This was repaired by Max Wrench and will take back to see why it is leaking.

Brianna reviewed that Community Ambulance service is looking at a contract for Life packs. The Life Packs in our ambulances were last maintained in 2012. To have the packs inspected and maintained would cost \$400.00 to \$1000.00 for an inspection. There are seven monitors. Community Ambulance is looking at updating their monitors.

Nicole reviewed that the ambulance need to get EpiPens for the ambulance and would cost \$349.00 per pack. They would need one for each ambulance and would like to purchase 6 pens for a cost of \$1,047.00 for 3 two pack EpiPens. Brianna will get a quote for the Board and send over for approval.

Discussion was held in regards to the number of volunteers that the service has and that some individuals are listed but have not taken call. Do we want to continue to have these individuals on the list or give the call time to those that want to take the call? It was discussed that if an individual does not take X number of calls that they be removed.

Brianna and Nicole also discussed if the Board of County Commissioners would consider giving compensation to those that cover for games in the 2015 budget?

Paula stated that Brianna had found a narrative that Ted had drafted for the 2015 budget and will present this to the Board at the next meeting.

The Board of County Commissioners reviewed that the county may begin a drug test policy for all county employees. The Board of County Commissioners is not sure when this will be in place.

JEFF CURE – COUNTY ATTORNEY

Jeff met with the Board of County Commissioners and was on a conference call Friday for Safeway and the lawsuit against the counties. Jeff reviewed that the hearing Dec. 3, 2014 in regards to the Board of Appeals in regards to the taxes for Safeway.

Jeff reviewed that he will be taking some educational classes in regards to County government. Jeff believes this will help him and begin to know other county attorneys.

Discussion was held in regards to the Carnival contract of Town and Country Amusements who contacted Paula and said that they would not be coming in July for the fair. The Board of County Commissioners would like to know the cost of attorney fees before they continue the case. May want to place a Judgment on Town and Country Amusements in Utah.

The Board of County Commissioners reviewed that they had talked with Kelly Alvarez in regards to the Wind Farm that will be going in and that they are still in negotiations with the land owners and told her to have the company to include the acreage for the Wind Farm. If the property is removed they would not have to do a new permit. The company would like to do faze one Nov. 18th, 2014 Planning Meeting.

Jeff stated that he has been in contact with Tri-State in regards to the power lines that will be from Burlington to Wray.

CONSENT AGENDA

The Board of County Commissioners reviewed the following on the consent agenda: Payroll, Payables and corrected Minutes for September 10, 2014 and read and corrected minutes for September 17, 2014 minutes.

Motion to approve and sign Payroll, Payables and corrected Minutes for September 10 and 17th, 2014 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

REQUEST FROM JUAN AND MARIA FLORES

Paula reviewed a request for a reduction on an ambulance for Juan and Maria Flores who had no insurance. Paula reviewed the Board of County Commissioners has agreed for a 60% reduction of county residence. Motion to approve reduction to \$1812.54 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

14-055

RESOLUTION TO CORRECT TWO (2) DEPOSITS THAT WERE DEPOSITED INTO THE SOCIAL SERVICE FUND AND SHOULD HAVE BEEN DEPOSITED INTO THE PUBLIC HEALTH FUND

The Board of County Commissioners reviewed a resolution to correct two deposits that were made into the wrong account. On March 24, 2014 for an amount of \$1,536.42 was deposited into the Social Services fund and should have been deposited into Public Health. Also on July 9, 2014 for 485.82 was deposited into the Social Services fund and should have been deposited into Public Health.

Motion to approve the resolution and have the Treasurer transfer the grand total of both deposits \$2,022.24 from Social Services to Public Health was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 24th day of September, there were present:

- Gary Koop..... Chairman
- Dave HornungCommissioner
- Dave Gwyn..... Commissioner
- Della Calhoon County Clerk
- Paula Weeks.....Administrator

when the following proceedings, among others, were had and done, to-wit:

A RESOLUTION TO CORRECT TWO (2) DEPOSITS THAT WERE DEPOSITED INTO THE SOCIAL SERVICE FUND AND SHOULD HAVE BEEN DEPOSITED INTO THE PUBLIC HEALTH FUND

WHEREAS, the first deposit was on March 24, 2014 for \$1,536.42 was errantly deposited into the Social Services Fund (0060.0500) and should have been deposited into the Public Health Fund (0025.0500);

WHEREAS, the second deposit was on July 9, 2014 for \$485.82 was errantly deposited into the Social Services Fund (0060.0500) and should have been deposited into the Public Health Fund (0025.0500);

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer the grand total of both deposits \$2,022.24 from the Social Services Fund into the Public Health Fund to correct this error.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 24th day of September, 2014.

DONE THIS 24th day of September, 2014, at Burlington, Colorado.

Motion made by Dave Gwyn, seconded by Dave Hornung.

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: [Signature]
Gary Koop, Chairman

By: [Signature]
Dave Hornung, Commissioner

By: [Signature]
Dave Gwyn, Commissioner

ATTEST:

Della M. Calhoon
Della Calhoon, County Clerk



STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

I, Della Calhoon, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 24th day of September, 2014.

Della M. Calhoon
Della Calhoon, County Clerk



Could I get the information for a resolution, I need to do a resolution? There were a few ACH that we were having issues figuring out what they were, so I placed them in HS. I knew at some point someone would claim them, I found there home. So I need to transfer the funds from HS to PH.

Thanks

Nikkie Haldz
Finance Manager
Kit Carson County Health & Human Services
252 South 14th Street
Burlington, CO 80807
(719) 346-8732 x.125
Fax (719) 346-8066

Paula Weeks

From: Nikkie Halde
Sent: Monday, September 22, 2014 12:35 PM
To: Paula Weeks
Subject: RE: Resolution

Paula

I was just trying to make things easy on you. The first amount was 1536.42 transferred 3/24/14 and next amount is 485.82 transferred on 7/9/14. They need to go from 0600.0500 to 0025.046.43001.0500.

Thanks

Nikkie Halde
Finance Manager
Kit Carson County Health & Human Services
252 South 14th Street
Burlington, CO 80807
(719) 346-8732 x.125
Fax (719) 346-8066

From: Paula Weeks
Sent: Monday, September 22, 2014 10:04 AM
To: Nikkie Halde
Subject: RE: Resolution

Nikkie,
Please forward the information and I will write the resolution. That is one of my job duties. 😊
I will need to know the date of the transaction, the amount, and the funds that are affected. I will send you a copy of it when it is signed.
Thanks,
Paula

Paula S. Weeks
Kit Carson County Administrator
& Vital Records Registrar
P.O. Box 160
251 16th Street Suite 101
Burlington, CO 80807
719.346.8133 ext. 304 (office) | 719.346.7242 (fax)
kccadmin@kitcarsoncounty.org (email)

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From: Nikkie Halde
Sent: Friday, September 19, 2014 9:13 AM
To: Paula Weeks
Subject: Resolution

Paula

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports:
County Assessor for reports from May to August 2014

AMERICAN FIDELITY INSURANCE

The Board of County Commissioners discussed if they would have a meeting with American Fidelity Insurance on Oct. 20, 2014 to allow them to discuss their product to county employees. The Board of County Commissioners had discussion in regards to allowing this on county time. On September 10, 2014 Dave Hornung made a motion to rescind previous decision to add American Fidelity to County Employee's options and Dave Gwyn second the motion and carried by unanimous vote of Gary Koop.

FLAGLER CONSERVATION DISTRICT

Shannon Bowling, Troy Klassen and Brad Grimes with the Flagler Conservation District met with the Board of County Commissioners. They would like to request funds from the Conservation Trust Fund to assist with a program. They would like to assist with education to children of how the district helps the environment. Flagler Conservation District is working with the Burlington Conservation District and Kit Carson County landowners, NRCS, and Pheasants Forever to start a project to re-establish native plant cover along road ditches throughout the county. This would assist with soil erosion and excess weeds (sand bur, puncture vine (goatheads) and other non-desired vegetation.

Troy reviewed that the road and bridge worked the ditch about 15' and then this was not reseeded and became full of sand burs and goatheads. Since there was no vegetation there was erosion on his road also.

Shannon reviewed that they want to work with the County at the time mowing is done to help keep young birds with coverage until they can leave the nest and the coverage. Shannon will work with the landowners and the county when road side spraying can be done and when planting can be done. There have been several landowners that have contacted the district and would like to have grass planted. Shannon would like to see mowing held off until sometime in August so the birds can reproduce.

The Board of County Commissioners stated that mowing is needed for the safety of the intersections.

The Flagler Conservation District is from the west end of the county to County Rd 26.

Troy suggested that the Vona road have signage for where the pavement ends. They suggested to contact Brad Grimes and Shannon Bowling with the Board of County Commissioners reply.

After further discussion the Board of County Commissioners agreed to put \$2,000.00 to in the 2015 Community Programs with a motion made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

STRYKER MEDICAL EQUIPMENT

Zack Jordan with Stryker Services met with the Board of County Commissioners. Stryker asked the Board to review equipment that they have available. Zack presented a video in regards to equipment that is available and how it helps prevent workman's compensation injuries.

Zack gave a demonstration of a Stryker Power cot.

AMBULANCE SERVICE

The Board of County Commissioners would like to sell a 1991 Ford Ambulance that is no longer needed. This unit is in need of repairs and has not be used for some time. Motion to allow Gary Koop to sign the title bearing serial #1FDHS34M8MHHA35724 was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

RON MEYER – EXTENSION OFFICE UPDATE

Ron met with the Board of County Commissioners and gave an update on the facility at the fairgrounds. Shelves \$900.00 heavy duty. They would need 4 or 5 of these units and would be 1500# per shelf. Motion to purchase 180.00 x 4 = \$720.00 Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Window coverings 8 windows with wood slated shades. 6 @ \$90.00 each \$540.00. Gary did not believe the windows in the storage area would need shades. Board asked that they check with local businesses and present next week.

Cement looks good and would like to have this cure for a couple of weeks before allowing people park on it. Gary will then place ground black top in the area around the building. Ron asked if they needed cement curbs in front of the building.

Ron stated that they have not had Century Link to come and place ends on the cables. Century Link are to disconnect the fair office and connect to the new facility. Ron stated that Katrina has ordered a switch box.

Office sign – Gary would like the sign along the east side of the building with a 4x6 and put on posts. CSU has suggested formats and will bring these. Sign needs to have Kit Carson County since county money helped with the structure.

Ron stated that they will also need a snow shovel and Gary reviewed that Dave Webber and Jason should be able to clear the snow.

Signs for the restrooms and ADA for the building. Need counter tops and went to Burlington Home Center and found some pieces and was able to buy for around \$200.00.

The workstations should be delivered next week and once they arrive will be moving into the new facility.

The Board asked where the new paint was coming from and Ron stated that Dave Webber volunteered to paint the rooms. Ron was under the impression that this would come out of Dave's budget.

Ron reviewed that they moved Karen to the area that was going to be the copier area since this was a larger area and move the copier to where Karen was going to be originally. The cabinets were taken down and moved to Karen's work area. They will need around 15' of counter top since the tops were not able to be moved from the courthouse.

Dave Hornung asked if they would have a Grand Opening but want to wait until they are in the facility completed and moved into it.

OFFICE OF EMERGENCY MANAGEMENT – DAVID LITTERAL

David Litteral met with the Board of County Commissioners and would like to add another \$2500.00 for a training exercise. There is no money available from the state so this would be all county dollars.

Dave gave a review of the grant from last year and things that he was able to complete. Dave had a certificate from the Emergency Manager's Academy. Back in June/July Dave has been working with other OEM on a chart of County Boards and would like to have a board for

OEM which would need a Local Board of officers, Police, Fire Public Health, Environmental, Transportation, Hospital Officials, Facility Representative and Representatives from Community Groups. Dave has been working with the local officials. It is up to the County Commissioners how hazardous material is taken through the county. In Washington County this is covered by the OEM and in other counties it is the responsibility of the Sheriff. At one time the county had Ted Foth and Randy Gorton assist and train for a Hazardous spill and now we use the State Patrol. He would like the Board of County Commissioners to establish that a Board be established. Dave stated that he would have the meeting in central location and ask the public to attend. Dave stated that this organization was first established by the EPA. Dave stated that he worked with the Annex for training on the 800 MHz radios. Dave stated that he has deliverables and Dawn James has deliverables and will continue to work together for their exercise. Dave reviewed that at least once a year need to review the plan and Washington County had an individual review the LEPC.

Requesting authority to recruit for a non-paid volunteer action coordinator. Dave believes there needs to be someone as the coordinator. Dave will get a job description together and bring back to the Board.

Dave would like to do a full scale exercise in the summer of 2015. On scene incident then the scene and after the action report. He had presented to Paula having the military do a civil training where a combat care facility would be set up. Dave gave a review if the military would come out. This would not cost the county anything but would be an exercise that is paid by the military. Dave would like to contact Fort Carson to see if they would be available.

The Board of County Commissioners need more information of what is needed before they can approve the exercise. This could not be done during fair and with all that employees are doing during this time this type of exercise would not work.

Dave also presented a 2015 budget. 50% of David Litteral's salary is reimbursed. Dave attended the academy last year and this was around 10 trips to Denver and this will not be needed. Dave would like to attend other training but the budget is a little less than last year. \$23,700.00 for a budget for 2015.

The grant that was discussed that was for hazmat training, siren Vona and 5000.00 for equipment and met with John at the State and have this ready, and once the grant is awarded then they could submit the times. Dave will get estimates and have them ready. Dave will get an estimate for a siren for Vona and felt this would be first on the list.

Dave reviewed that the Hazmat trailer in Flagler and was brought to his house in Stratton. Dave did an inventory and some items are expired and did find a piece of equipment missing. The expired items will be used for training exercise. The Sheriff is the DERA for hazmat but they call the State to bring their unit out for County Hazmat situations.

Dave stated that there is a grant coming out that is 3.25 million dollars and for firefighter training. This could help with training for the volunteers. Would like to include Cheyenne and Washington County. At the next ems meeting will bring this up and see if there are volunteer Fire Fighters that would like to have this training.

Motion to enter into contract with David Litteral was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Board of County Commissioners recessed to convene as Board of Health and Human Services
At 3:37 P.M.

KINDRA MULCH – HEALTH AND HUMAN SERVICES

Kindra met with the Board of Health and Human Services reviewed that she had hired Becky Richmond. Healthy Communities, and may need new orange sheets Diane Gilley will do LEAP, Connect for Health will be Diana Gilley who will do a portion. Nov. 15 to March 31 for open enrollment for Connect Colorado.

CITIZEN REVIEW PANEL

Kindra presented a letter that we continue to participate in the North East Colorado Citizen Review Panel. Logan and Morgan want to be a part of this panel. Kindra reviewed that this creates a lot of work and Lisa keeps us compliant. If there is a client that was ask for a grievance regarding the conduct of a case worker this panel would hear this complaint and give a recommendation. Jim Poole is the individual who represents the county on this panel. Motion to approve signing the agreement was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

BABY AND ME TOBACCO FREE PROGRAM - AMENDMENT

Kindra reviewed that the target area is for pregnant mothers and mothers to quit smoking. The Rocky Mountain Health Plans Foundation agrees to pay up to \$4,000.00. Motion to approve the contract was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

CORE CONTRACT

Kindra presented the Core Contract to the Board. Motion to approve CORE contract was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

IV-E MEMORANDUM OF UNDERSTANDING

Kindra reviewed the IV-E waiver and begins July 1, 2014 to June 30, 2015. Kindra stated that the deliverables remain the same. Motion to approve IV-E MOU was made by KH, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

CASE WORKER

Kindra reviewed that they have not received any applicants that meet the qualifications for a Case Worker and will move Krista Davis up to a Deputy Case Work. Kindra would like to hire an aide case worker.

Kindra reviewed that they have had more court order required visits for domestic visits and that they must oversee these visits in their office.

FLU SHOT VACCINE

Kindra reviewed that she has ordered flu vaccine, and nasal spray for children less than 12 years of age.

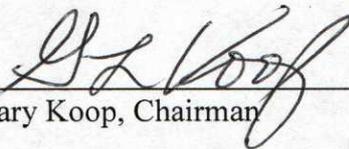
The Board of Health and Human Services recessed and the Board of County Commissioners reconvened at 4:00 P.M.

EPI PENS – AMBULANCE SERVICE

Brianna presented information for the purchase of EpiPens that will be placed in the ambulance. Brianna would like to purchase 3 packs @ \$349.00 for a total of \$1,047.00.

Motion to approve the purchase of 3 packs of EpiPens was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Meeting adjourned at 4:25 P.M.



Gary Koop, Chairman

10-1-14

Date